How to Share Large Files with External Recipients over OneDrive
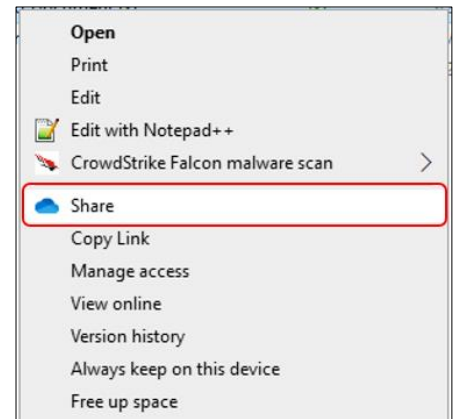
Overview

The steps below outline the process to share large files with external recipients using OneDrive.
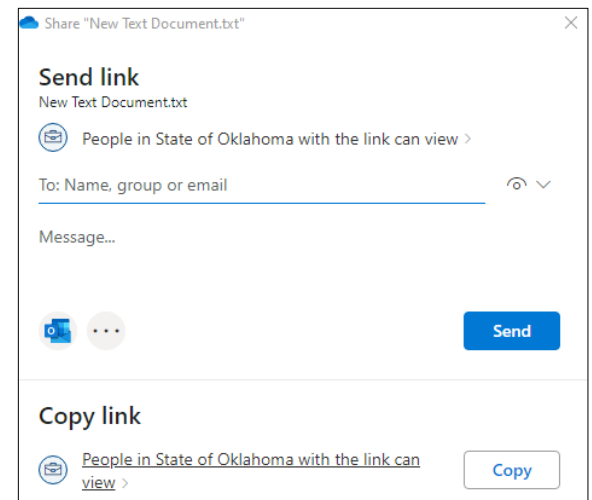
Procedure

Step 1: Go into your File Explorer and browse to the file you would like to share.

Step 2: Right click the file and choose **Share**. This icon should have a cloud next to it.

Step 3: Under **Copy Link**, select the **People in State of Oklahoma with the link can view** option.

Step 4: Select the **People you choose** radio button and type in external recipient's email address.

a. To specify file editing options, select the dropdown arrow next to **Can view** and click editing access for shared file.

b. Select **Apply**.

c. Choose **Copy** and paste provided link in your email to the external recipient to share the file.